



Manager's Report

for Council Meeting of April 27, 2004

FINANCE

Listed below are new businesses licensed during this period:

Business Name

Big Bass Tackle
C Q Janitorial
Cypher Chiropractic Center PC
Etceteras LLC
Garcia, Maria
Infapro Corporation
Ingram & Associates LLC
J T Lawn Care & Improvement
Mullen Orthodontics
Our Little Secret Designs
Paint For Less
Plumb Crazy, Inc.
Red Dog Company LLC
Surtidora Mexicana, Inc.
Tax & Accounting Services LLC
West King Entertainment

HUMAN RESOURCES

New hires, promotions, transfers and separations for the period of April 12 - April 23, 2004:

New Hires

None

Position

Department

Promotions

None

Transfers

None

Separations

Resignations:

Dominic Mutch
Danny Glascock

Position

Police Officer I
Utility Plant Operator

Department

Police Department
WPCD

Retirements

None

Terminations

None

PLANNING, ZONING & DEVELOPMENT**PLANNING DIVISION:**

<u>DIVISION OF CURRENT PLANNING</u>			
<u>PLAN REVIEW ACTIVITY</u>			
PLANS REVIEWED DURING THE PERIOD OF: APRIL 6, 2004 – APRIL 19, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Evergreen Mill Road/Tolbert Lane Improvements	Capital Improvement Plan	1 st	Public Road Improvements
God's Children Learning Center (101 Davis Avenue) TLPF-2004-0002	Preliminary/Final Development Plan	1 st	Reuse of an existing 2,600 square foot single family residence as a school/daycare center
Airport Commerce Park (Miller Drive) TLMS-2004-0001	Minor Subdivision Plat	1 st	Subdivision for commercial use
South King Street Road Improvements (Governors Drive to Masons Lane) TLCI-2003-0007	Capital Improvement Plan	2 nd	Public road improvements
Leesburg Baptist Church – Dominion Academy Modular Classroom Unit (835 Lee Avenue) TLDW-2003-0006	No Adverse Impact Certification Plan	2 nd	Addition of modular classroom units to existing church
Woodlea Manor Water Booster Pumping Station (Bradfield Drive/adjacent to golf course) TLCI-2003-0003	Capital Improvement Plan	2 nd	Construction of a water booster pumping station
Harrison Street Improvements at Andover Court TLCI-2003-0004	Capital Improvement Plan	3 rd	Public road improvements
Leesburg Plaza Shopping Center (500 block of East Market Street) TLPF-2004-0001	Preliminary Development Plan	1 st	Construction/renovation of 120,000 square feet to include 4 new buildings, including a strip shopping center to replace the Kmart building, 2 drive-thru banks and one restaurant. Expedited review
Edwards Landing, Phase 3 Lot 268 – Sheet 29 (Erosion and sediment control & landscaping)	Revision to Approved Construction Drawing	2 nd	Grading Revisions
ECHO/Lawson Road Industrial Park, Parcel 1B (behind ECHO building on Lawson Road)	Request for Preliminary/Final Authorization	1 st	Construction of 2 buildings for industrial/warehouse use
PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: APRIL 6, 2004 – APRIL 19, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Evergreen Mill Road/Tolbert Lane Improvements	Capital Improvement Plan	1 st	Public road improvements
Mobil Car Wash TLDW-2003-0007 (Adjacent to Mobil Gas station at Battlefield Shopping Center)	No Adverse Impact Certification Plan	2 nd	Construction of a carwash

Leesburg Water Pollution Control Facility Upgrade/Expansion Project 7.5 (1300 block/East Market Street) TLCI-2004-0004	Capital Improvement Plan	1 st	Water pollution control facility improvements
Battlefield Marketplace (formally Fort Evans Shopping Center, Phase 2) TLRD-2003-0005	Revisions to approved Final Development Plan	3 rd	Minor utility & landscaping revisions
25 1 st Street	No Adverse Impact Certification Plan	1 st	
PLANS APPROVED OR RECORDED DURING THE PERIOD OF: APRIL 6, 2004 – APRIL 19, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Beauregard Estates, Phase 5 (200 block of Lawson Road)	Construction drawings	7 th	Construction of nine single family detached residential dwellings <i>(In approvable form, awaiting final plat and deed approval and recordation)</i>
Beauregard Estates, Phase 5 (200 block of Lawson Road)	Deed of subdivision, easement		Construction of nine single family detached residential dwellings <i>(Deed has been approved and executed, awaiting approval of related final plat prior to recording)</i>
Dulles Motors Used Cars @ Parker Court (307 Parker Court) TLPF-2003-0005	Easement Plat/Deed	2 nd	Waterline easement at ROW for the 2,295 square foot vehicle sales, repair and storage building <i>(recorded)</i>
Potomac Station, Section 8I (On the Aurora Court cul-de-sac adjacent to Fort Evans Road) TLRD-2003-0006	Revision to approved construction drawing	1 st	Grading revision to create an earthen berm between the rear yards of single-family residences and the public street <i>(Approved)</i>

ZONING DIVISION

Zoning Permits Issued Residential

Stowers 4 SFD @ \$100,000

Zoning Permits Issued Commercial

39-A Catocin Circle SE - internal alterations @\$110,000 - Sheriffs Office

102 Heritage Way NE - internal alterations @ \$82,000

681 Potomac Station Dr NE - Building A interior fit-up @ \$85,000 - Potomac Station Retail

401 Old Waterford RD NW - Shed - VFW Building @ \$1,500

675 Potomac Station Drive NE - tenant-fit-up @ \$18,000

13-C Fairfax Street SE - Demolition @\$5,000 Zingers - Virginia Village

109 S. King Street - Addition - Penny Lane Antiques

645 Potomac Station Dr. NE Interior fit-up \$120,000

Occupancy Permits Issued Residential

Potomac Crossing 6 SFA & 1 SFD

Edwards Landing 3 SFD

Hamlets at Leesburg 1 SFA/Duplex

Occupancy Permits Issued Commercial

601 Tavistock Drive SE - Goddard Day Care, Tavistock Farms
635 Potomac Station Drive NE - Giant Food, Potomac Station Retail
645 Potomac Station Drive NE - fit-up, Potomac Station Retail
649 Potomac Station Drive NE - fit-up, Potomac Station Retail
651 Potomac Station Drive NE - fit-up, Potomac Station Retail
653 Potomac Station Drive NE - fit-up, Potomac Station Retail
655 Potomac Station Drive NE - fit-up, Potomac Station Retail
659 Potomac Station Drive NE - fit-up, Potomac Station Retail
663 Potomac Station Drive NE - fit-up, Potomac Station Retail
667 Potomac Station Drive NE - fit-up, Potomac Station Retail
671 Potomac Station Drive NE - fit-up, Potomac Station Retail
673 Potomac Station Drive NE - fit-up, Potomac Station Retail

Special Exceptions

1. TLSE 2002-0012 KFC/A&W: Located at 911 Edwards Ferry Road, N.E. This application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). Revised plans were resubmitted on November 20, 2003. The Planning Commission public hearing was held on February 5, 2004. On March 18, 2004, the Commission voted 5-0-2 to recommend denial of this application. A preview of this application is scheduled for the April 12, 2004 Council work session. **A public hearing before Council is scheduled for April 27, 2004.**
2. TLSE 2003-0004 Water Pollution Control Facility Expansion & Utility Lines Division Maintenance Building: Located at 1391 E. Market Street. This application seeks to expand an existing water treatment facility ("Water Pollution Control Facility") from 5 MGD to 7.5 MGD plus relocation of the Utility Lines Division service facility to the western portion of the site. The application was accepted for review on August 18, 2003. The Planning Commission public hearing has been rescheduled at the applicant's request to provide additional time for staff and the applicant to address outstanding issues.
3. TLSE 2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located in the southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. The applicant, John's Ford, Inc. t/a Jerry's Leesburg Ford seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected for review on November 19, 2003. The applicant is currently working on resubmission of the application.
4. TLSE 2004-0002 Leesburg Plaza West: Located on north side of East Market Street behind the Long & Foster building. The applicant seeks special exception approval to permit a 3,663 square foot bank with three drive-thru lanes on a proposed 54,000 square foot pad site. The plans were accepted for review on February 18, 2004 and are currently under review.
5. TLSE 2004-0003 Leesburg Plaza East: Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Peebles store). The applicant seeks special exception approval to permit a 3,244 square foot bank with two drive-thru lanes on a proposed 34,590 square foot pad site. The plans were accepted for review on February 18, 2004 and are currently under review.

6. TLSE 2004-0004 Potomac Station Gas Station/Convenience Store: Located at the southeast quadrant of the intersection of Battlefield Parkway and Potomac Station drive. The applicant seeks to build a 2,900 square foot convenience store with eight gas pumps and a 1,012 square foot car wash. The application was officially accepted for review on March 4, 2004 and is currently under review by staff.
7. TLSE 2004-0005 Stanfield at Greenway: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant, Stanfield Company, L.L.C. seeks special exception approval to build a 300-seat conference center in the existing manor house. The plans were submitted on March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.
8. TLSE 2004-0006 Catoctin Circle Center - Bank: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant, Waterford Holdings L.L.C. seeks special exception approval to build a 10,000 square foot bank with drive through windows. The plans were submitted on April 2, 2004 and are currently under review for acceptance.
9. TLSE 2004-0007 Catoctin Circle Center – Parking Garage: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant, Waterford Holdings L.L.C. seeks special exception approval to build a 120,000 square foot parking garage for 400 vehicles. The plans were submitted on April 2, 2004 and are currently under review for acceptance.
10. TLSE-2004-0008 Meadowbrook Bank drive thru-EAST: Located along the East side of Rt.15 South, opposite Greenway Farms. The applicant, Centex homes requests a 5,000 square foot bank with a drive-thru. The plans were submitted on April 7, 2004 and are currently under review for acceptance.
11. TLSE-2004-0009 Meadowbrook, Bank drive thru-WEST: Located along the East side of Rt. 15 South, opposite Greenway Farms. The applicant, Centex homes requests a 5,000 square foot bank with a drive-thru. The plans were submitted on April 7, 2004 and are currently under review for acceptance.
12. TLSE-2004-0010 Meadowbrook, Convenience store/gas pumps: Located along the East side of Rt.15 South, opposite Greenway Farms. The applicant, Centex homes requests a 7,000 square foot Convenience store with 12 gas pumps. The plans were submitted on April 7, 2004 and are currently under review for acceptance.
13. TLSE-2004-0011 Hertz Rent-a-car: Located at 4 Cardinal Park Dr. SE in an existing auto body repair shop (Craftsman Auto Body). The applicant requests ability to rent autos to auto body shop patrons. The plans were submitted on April 8, 2004 and are currently under review for acceptance.
14. TLSE-2004-0012 Real Estate Holdings: Located on the South side of East Market St. east of the Shenandoah University campus. The applicant requests two auto dealerships. The plans were submitted April 12, 2004 and are currently under review for acceptance (see also related application TLZM-2004-003).

15. TLSE-2004-0013 Fort Evans Plaza II-Mixed Retail: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant Requests 228,000 square feet of mixed retail. The plans were submitted on April 19, 2004 and are currently under review for acceptance.
16. TLSE-2004-0014 Fort Evans Plaza II- Bank NORTH: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant requests a 4,500 square foot bank with a drive-thru. The plans were submitted on April 19, 2004 and are currently under review for acceptance.
17. TLSE-2004-0015 Fort Evans Plaza II- Bank SOUTH: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant requests a 4,500 square foot bank with a drive-thru. The plans were submitted on April 19, 2004 and are currently under review for acceptance.
18. TLSE-2004-0016 Fort Evans Plaza II- Fast Food Restaurant/ drive-thru: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant requests a 3,000 square foot fast food restaurant with drive-thru. The plans were submitted on April 19, 2004 and are currently under review for acceptance.

Rezoning

1. TLZM 2003-0003 Leesburg Central Rezoning: Located at the southeast quadrant of the intersection of Loudoun Street and Harrison Street across from the County Government Center. The applicant, James D. Turner seeks to rezone six (6) parcels zoned B-1 and RHD to B-1 with a Concept Plan and Proffers to build approximately 23,500 square feet of commercial office space with some additional retail space. The Council public hearing was held on March 23, 2004. **At that meeting the Council adopted Ordinance No. 2004-0-32 to approve the rezoning request with proffers.**
2. TLZM 2002-0005 & TLSE 2002-0011 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant, D.R. Horton Company seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The Planning Commission public hearing has been rescheduled at the applicant's request to provide additional time for staff and the applicant to address outstanding issues. Staff is waiting for the plans to be resubmitted.
3. TLZM 2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 201 residential units. The plans were accepted for processing by the town on November 21, 2003 and are currently under review.
4. TLZM 2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant, Centex Homes seeks to rezone 324 acres from R-1 to PRC to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The plans were submitted on January 30, 2004 and were officially rejected on February 11 due to deficiencies in the required traffic study.

5. TLZM 2004-0002 Stanfield Properties at Greenway Farms: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant Stanfield Company, L.L.C., seeks amendments to the approved Concept Development Plan and Proffer Statement for ZM-101 Allman Property to build a 300-seat conference center in the existing manor house and a 400-seat performing arts center. The plans were submitted on January March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.
6. TLZM-2004-003 Real Estate Holdings: Located on the South side of East Market St. east of the Shenandoah University campus. The applicant requests to amend ZM#129 Leesburg Auto Park, to allow for 2 Auto dealerships. The plans were submitted on April 12, 2004 and are currently under review for acceptance.

Town Plan Amendments

1. TLTA 2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to amend the Transportation Element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing by the town on November 21, 2003 and is currently under review.
2. TLTA 2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant, Centex Homes seeks to amend the Transportation Element of the 1997 Town Plan to relocate Battlefield Parkway across the property. The amendment was submitted on January 30, 2004 and was officially rejected on February 11 due to deficiencies in the required traffic study.

Zoning Ordinance Amendments

No Zoning Ordinance amendments are being processed at this time.

Board of Zoning Appeals Cases

BZA 04-01 Variance-301 S. King Street: The applicant, PHB Cider Mills seeks a variance to permit an increase in the maximum front yard setback in the R-HD from 20 feet to 45 feet. At the March 1, 2004 meeting the Board of Zoning Appeals granted the applicant's request to defer the variance application until June 2004.

BZA 04-02 Appeal-17 S. King Street: The applicant Rouge, L.L.C. appealed the Zoning Administrator's determination that the window signs for Rouge Boutique & Spa at 17 S. King Street were installed without sign permits and are not in conformance with the Board of Architectural Review approval (case BAR 03-28) in violation of Zoning Ordinance Sections 15.2 Sign Permit Required and 3.10.11 Conformance with Permit Required. At its April 5, 2004 meeting the Board of Zoning Appeals upheld the Zoning Administrator's determination by a vote of 5-0.

Board of Architectural Review Cases

The next Board of Architectural Review meeting will be held on Monday, April 19, 2004. The agenda includes 24 applications.

WATER & SEWER ADMINISTRATION

During this time frame there were:

- 5 Public Facility Permits issued totaling \$59,660.00
- 15 work orders issued for meter sets
- 6 requests for occupancy inspection were issued.

Capital Projects Update

- During this period, three plans and three requests for modeling were received for review within the service area.
- Several meetings were held with the developers and engineers to review upcoming projects.
- An RFP is being prepared for miscellaneous water and sewer system replacement projects.
- The final construction plans for the expansion and upgrade to the Water Pollution Control Facility has been received and submitted to the Planning Department for review.
- An IFB for sludge removal services at the Water Plant has been prepared and is being reviewed by the Purchasing Department.
- A draft copy of the Water Treatment Plant special exception plat has been received and reviewed.
- We are waiting on review comments from the engineering and planning staff for the proposed Woodlea Manor Pump Station.
- A request for modification of filtration rates to a higher number at the Water Plant has been approved by the Health Department.
- Several staff members from the Utilities Department assisted with the Utility

*Department Information Booth at the Annual Flower and Garden Show. This was the fourth year of staff hosting a booth.

UTILITY LINES DIVISION**Training:**

- Mike Nolan and Doug Anderson attended a Management Training Class.
- John Creamer, Lesley_McClaughry, Herb Gallahan, Ricky Schooley, Ken Binder, Alex Barrett and Steve Melinkoff attended a "Get Motivated!" Seminar in Washington, DC.
- Max Mellott, Rick Schooley and Hank Woodward attended a Demo on Lateral lining in Manassas.
- Ken Binder, Scott Lincoln, Mike Nolan and Herb Gallahan – Toured the Washington Suburban Sanitary Commission facility.
- Max Mellott, Rick Schooley and Robert Hanshew attended a Seminar on Hanson Software.
- Utility Lines Division held their monthly safety meeting on hazardous materials.

Routine items include:

- Turn on's and off's
- Water meter readings
- Complaint investigations

- Rodding and cleaning sanitary sewer trouble spots
- Marking water and sewer lines for contractors and citizens
- Vehicle and ditch maintenance
- Bush hogging

***The ULD will be continuing it's annual water main flushing**

Summary Programs:

- Performed complete maintenance on 15 fire hydrants.
- New connections to town utility system: 17
- Total number of water leak repairs: 3
- Responded to 508 requests to locate utilities (Miss Utility).

ECONOMIC DEVELOPMENT & TOURISM DEPARTMENT

This information is a periodic update of the services provided by the Loudoun Convention and Visitor Association to the town.

• **Visitor Information Center Statistics**

<u>Month</u>	<u>Total Visitor Count*</u>	<u>Phone Inquiries</u>	<u>Internet Inquiries</u>	<u>Other Inquiries</u>
July 2003	2,547	453	61	32
August 2003	2,936	645	32	25
September 2003	2,134	382	67	19
October 2003	2,479	562	52	74
November 2003	1,534	354	54	56
December 2003	976	444	45	10
January 2004	767	244	62	20
February 2004	1,136	279	60	30
March 2004	1,649	418	72	30
<u>YTD Total</u>	16,158	3,781	505	296

*Includes Catocin Circle and Downtown Visitor's Centers

• **Sales & Public Relation Highlights**

- LCVA tour & travel sales staff worked one AAA travel show and visited 15 AAA offices in the mid-Atlantic region.
- Hotel occupancy looks very strong through the summer with weddings, Memorial Day, the D-Day Anniversary and Father's Day. The LCVA has assisted two military reunions with booking Leesburg hotels.
- The LCVA has assisted 13 wedding groups with Leesburg bookings for spring and summer and 4 groups (so far) for the fall.
- The Babe Ruth World Series has booked its August tournament, with a host hotel in Leesburg.

• **Downtown Visitor's Center Statistics:**

Visitation Numbers:

<u>Month</u>	<u>Total</u>	<u>Weekend Average</u>	<u>Comments</u>
July 2003	290	93	
August 2003	951	201	August Court Days
September 2003	537	127	
October 2003	583	146	Columbus Day Weekend
November 2003	612	117	
December 2003	297	71	
January 2004	180	41	
February 2004	366	76	
March 2004	311	78	
<u>YTD Total</u>	4,127	107	

• **Referrals (what visitors to the center ask about):**

	<u>Hotels</u>	<u>Dining</u>	<u>Shopping</u>	<u>Attractions</u>	<u>Bathrooms</u>
July 2003	6	54	26	122	102
August 2003	0	41	49	121	732
September 2003	13	26	45	77	315
October 2003	4	61	66	146	310
November 2003	8	39	57	128	311
December 2003	1	21	21	41	139
January 2004	1	14	26	20	101
February 2004	8	35	29	32	203
March 2004	0	23	14	38	199
Total – YTD	41	314	333	725	2,412
% - YTD	1.0%	7.6%	8.1%	17.6%	58.4%

• **Cost Analysis**

	<u>Number of Visitors</u>	<u>Total Cost</u>	<u>Cost per Visitor</u>
1 st Quarter	1,778	\$7,079	\$3.88
2 nd Quarter	1,492	\$6,624	\$4.44
3 rd Quarter	857	\$6,736	\$7.86
<u>YTD</u>	4,127	\$20,439	\$4.95

TOWN OF LEESBURG

Full-time vacancies as of April 23, 2004

Department	# Vac	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
Airport	1	Airport Director (Second recruitment)	7/1/03	√	√				
	1	Maintenance Worker I		√	√	√			
Econ Dev	1	Administrative Associate II	3/9/01	On hold*					
Eng & PW	1	Senior Engineer (readvertise 3-1-04)	7/1/02	√	√				
	1	Maintenance Worker I	2/20/04	√	√				
	1	Senior Engineer	3/22/04	√	√				
Finance	1	Meter Technician	7/30/03	√	√	√			
	1	Director of Finance	10/21/03	√	√	√	√	√	√
P&R	1	Custodian	1/6/04	√	√	√			
	1	Aquatics Supervisor	3/29/04	√	√				
	1	Fitness Supervisor	3/29/04	√	√				
P & Z	1	Zoning Inspector	2/20/04	√	√	√			
	1	Zoning Inspector	3/5/04	√	√	√			
Police	2	Police Officer	7/1/03	√	√	√	√		
	1	Police Officer	10/15/03	√	√	√	√	√	
	1	Police Officer	2/15/04	√	√				
	1	Communication Technician	2/15/04	√	√				
	1	Police Officer	4/13/04	√					
Util Admin	1	Senior Engineer	7/1/02	On hold*					
Util Lines	1	Util Maintenance Worker II	11/10/03	√	√				
	1	Inspector	2/13/04	√	√	√	√	√	√
Water Supply	1	Sr. Water Plant Operator	3/1/04	√					
WPCD	1	Utility Plant Operator	4/16/04	√					
	1	Utility Plant Supervisor	4/16/04	√					
TOTAL	25								

*On hold = Department is not actively recruiting this position.

**Frozen = Department has identified this position to remain vacant for the rest of the fiscal year for budgetary reasons.